



**STATE OF NEVADA**  
**OFFICE OF THE STATE TREASURER**

**Public Record Request Policy**  
(Revised 2/2012)

Most records within the STO, with the exception of personnel records, are public information and therefore upon written request will be released to the public. Information about vendor bank accounts, addresses, phone numbers, tax identification numbers, personal identifying information, and information that could compromise the security of this office, clients, contractors, etc. is considered sensitive and therefore not subject to Nevada Revised Statutes (NRS) 239. Further, NRS 348.420 states that: (1) Records of the transferees and pledges of public securities and their addresses are not subject to inspection or copying under any law of this state relating to the inspection or copying of public records. In NRS 348.210, public security is defined as "any note, warrant, interim debenture or bond, including, without limitation, a temporary bond, or other security and compromises either a certified public security or an uncertified public security evidencing a loan and, before, on or after May 12, 1983, is authorized by the State to be incurred by a public body."

**Policy**

When the STO receives a request for a public record document(s), it shall be the policy of the STO to comply with all such requests for copies of information by members of the public, media, and state and federal government officials. Per NRS 239, all such requests will be handled as expeditiously as possible.

Per NRS 239, upon receipt of a written request to ***inspect or copy*** a public book or record, the STO will comply with any such request within five business days.

Please note the five day timeframe applies only to the personal inspection of a public book or record by the requester. It does not apply to information that must be gathered and compiled. Persons making such requests will be notified when such public records materials will be available for pick up or delivery.

**Applicable Charges & Fees**

Unless the request by a member of the media or public is more than 50 pages, no charges or fees are assessed. In accordance with NRS 239.052, a fee of 15 cents per page will be assessed by the STO for all requests of more than 50 pages of documents. All documents are reproduced in single-sided, black and white, format.

In accordance with NRS 239.055, if a request for copies of public books or records will require extraordinary use of personnel or technological resources, including the redaction of personal or other protected information, a government entity may charge a reasonable fee to comply with such an extraordinary request. The standard fee charged by the STO is \$19 per hour. Staff time to complete the request will be rounded to the nearest hour.

If a fee is to be assessed, the requester will be notified immediately. Once the fee has been determined, the requester must remit a money order or check for the entire amount, payable to "State Treasurer's Office" prior to the request being honored. If the actual fee is less than anticipated, as quickly as possible, the requester will be mailed a check for the balance.